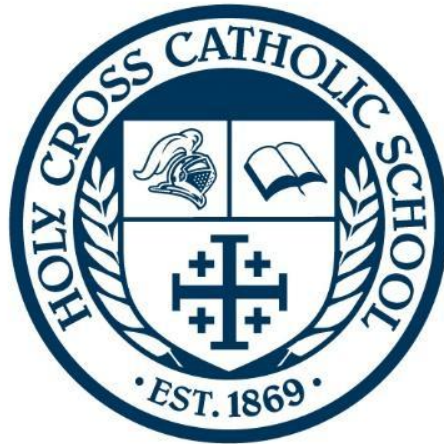


# HOLY CROSS CATHOLIC SCHOOL HANDBOOK



*The mission of Holy Cross Catholic School is to foster a setting that ignites a joyful spirit of Christian discipleship in collaboration with our families, staff, and parish in a personalized learning culture.*

Thank you for choosing a Holy Cross Catholic education for your child. Holy Cross Catholic School will do its best to meet the needs of each student while strengthening his or her educational foundation, implementing the teachings of Jesus Christ. However, Holy Cross is designed to educate a general student population, and does not have the resources to meet the needs of those requiring special education services. In order to provide the highest quality education for your child, we must all do our part.

### **How the Principal Will Meet the Needs of Your Child**

- ✓ The principal will work with the entire school community to provide a safe and secure learning environment for all students.
- ✓ The principal will work with the faculty and staff to ensure that the needs of each student are being met to our fullest potential.
- ✓ The principal will maintain open lines of communication between the office and faculty, parents, and students.
- ✓ The principal will ensure that the policies and procedures of Holy Cross Catholic School are carried out in a clear, concise, consistent manner.
- ✓ The principal will set a positive example for the faculty, staff, parents, and students to follow.

### **How the Faculty and Staff Will Meet the Needs of Your Child**

- ✓ The faculty and staff will work to meet the needs of each child.
- ✓ The faculty and staff will set a positive example for students to follow.
- ✓ The faculty and staff will maintain open lines of communication between home and school.
- ✓ The faculty and staff will operate in a professional manner.
- ✓ The faculty will meet the Michigan Non-public Schools Accreditation (MNSAA) standards, as it has since its initial accreditation in 1991.

### **How Parents/Guardians Will Meet the Needs of Their Children**

- ✓ Support the values, teachings and procedures of Holy Cross Catholic School in word and deed.
- ✓ Uphold the honor of the school and all of the members of the school community.
- ✓ Support the school personnel in doing their jobs.
- ✓ Have your child at school, in uniform, on time, every day, ready and eager to learn.
- ✓ Be sure that your child is prepared with necessary school supplies each day.
- ✓ Support and supervise your child's distance learning.
- ✓ Communicate honestly, openly, and fairly with YOUR child's teacher in matters that concern YOUR child.
- ✓ Support school fundraising and volunteer activities.
- ✓ Pay your tuition on time and make written arrangements with the principal should you have unforeseen difficulties. Payments are made c/o F.A.C.T.S. Tuition Management Company.
- ✓ Set a positive spiritual example for your child by taking him or her to Sunday (or Saturday) Mass.

*By committing to the above in both word and deed, you are doing your part to ensure the integrity of Holy Cross Catholic School.*

### **How Students Will Meet Their Needs and Those of Other Students and of the School**

- ✓ Be in school every day taking ownership of your learning.
- ✓ Be on time every day.
- ✓ Be in uniform every day.
- ✓ Come prepared with all needed supplies (including Chromebook and charger) every day.
- ✓ Complete all of your assignments to the best of your ability every day.
- ✓ Turn in all assignments on time.
- ✓ Ask questions.
- ✓ Use class time to learn.

## WELCOME!

On behalf of our teachers, staff, and parish administration here at Holy Cross Catholic School and Our Lady on the River Parish I welcome you to our school family! Our staff shares goals and a vision for academic excellence in a safe, nurturing, and faith-filled environment.

Our mission as a parish school community is *to foster a setting that ignites a joyful spirit of Christian discipleship in collaboration with our families, staff, and parish in a personalized learning culture.* We accomplish this by equipping our teachers with the resources needed to provide the students here at Holy Cross with rich experiences and learning opportunities to master archdiocesan and state learning standards. Our focus on educating the WHOLE child – academically, socially, and spiritually -- is achieved through the hard work and dedication of our entire community.

Our policies, procedures, and curriculum were developed with best practices, safety, and academic excellence as a priority. We take the role of educating your child(ren) seriously and thank you for entrusting us with them. We believe education is a partnership between home and school and we look forward to fostering that relationship with you. This handbook serves as a guide in these efforts to provide a quality education in a tight-knit Catholic community.

Sincerely yours in Christ,

Mrs. Betsy Davenport

## **MISSION STATEMENT FOR CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF DETROIT**

*The Archdiocese of Detroit holds that Catholic schools serve as an integral extension of the educational ministry of the Church, which continues the teaching mission of Jesus.*

**CATHOLIC SCHOOLS:** proclaim the Gospel; develop a faith community in which Gospel values are formed, experienced and lived; preserve and teach the doctrines and traditions of the Catholic faith; provide a learning environment which fosters academic excellence; respect and value the racial and cultural diversity that is unique to the Archdiocese of Detroit. Catholic schools will continue to involve students more fully in the mission of the Church. This will be accomplished through the building of community rooted in the life of the Holy Spirit, a commitment of service to others and a response to the call for justice and peace in our world.

Catholic schools have a mission of forming disciples of Jesus Christ. Every Catholic school, therefore, must cultivate an environment that upholds the teachings of the Catholic Church in an authentically Catholic culture, protecting and promoting the inherent and inviolable dignity of all persons, created in the image and likeness of God. Catholic school leaders, staff, and community members must ensure that all curriculum, activities, advocacy, and training align with the teachings of the Catholic Church.

### **BACKGROUND**

Beginning with the parish's inception in 1869 the parishioners of Holy Cross parish provided the children and families of the Marine City area with the opportunity for a Catholic education. Since the merger of Holy Cross, St. Catherine (Algonac) and St. Mark (Harsens Island) into Our Lady on the River parish, Holy Cross Catholic School continues that historical mission of commitment to the Catholic education of children in partnership with parents and parishioners.

### **PHILOSOPHY**

We believe that the parents are the primary educators of their children and most aware of the strengths, dreams, challenges, and experiences needed to guide their learning.

We believe that Catholic school education is the shared responsibility of parents, staff, administration, parishioners, community and students working together to achieve the goals of academic, intellectual, spiritual, habits of the mind, and character development for children to the best of their ability with the gifts and talents given to them by God, leading to academic excellence.

We believe that the Catholic School, as a ministry of the Catholic Church, assists parents in carrying out the baptismal promises they made to "impart Christ's message, to build community and to serve as we are called."

We believe that members of the Catholic church and school community must work in harmony to serve the needs of society and that, within this community, each child grows through shared spiritual values, open and honest communication, and respect and reverence for each person.

We believe that the role of Catholic school education is to foster love of learning, life, family and country while embracing the plurality of cultures, creeds and abilities as a wonder of God's creation.

We believe that the Catholic Church of today, as the steward entrusted with the message of Jesus Christ, can provide the best vehicle for catechesis of the young by educating them in the Catholic School.

### **ABOUT THIS BOOK**

This Handbook was prepared to explain policies and procedures developed and implemented by Holy Cross Catholic School administration and faculty. The School reserves the right to interpret rules and policies as individual situations and needs arise, and to waive and/or deviate from any and all disciplinary rules, practices or procedures as deemed by the principal and/or pastor in his/her/their discretion in the best interest of the school and its constituency. Statements in this handbook are subject to amendment with or without prior notice. The school principal will attempt to keep the school families informed of all changes as soon as practical.

### **NON-DISCRIMINATION POLICY**

Holy Cross Catholic School admits students of any race, nationality or ethnic origin to all rights and privileges, programs and activities generally accorded students at this school. It does not discriminate on the basis of race, nationality or ethnic origin, or unrelated handicap in administration of its educational policies, admissions policies, scholarship, athletics and other school-administered programs as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

### **ACADEMICS**

Holy Cross Catholic School provides a complete value-based educational program for children from grades PK-8. Cardinal Mooney Catholic College Preparatory High School, adjacent to Holy Cross, provides the opportunity to complete a Catholic education through grade 12.

A well-rounded education is vitally important at Holy Cross. Basic skills are presented and reinforced daily. All basic elementary subjects pertinent to primary, elementary and middle school levels are taught meeting the contact hours recommended under the Michigan Department of Education. Music, computer science / media, art and P.E. are taught weekly by certified school teachers from Merritt Academy through its shared time program. Holy Cross students also have access to use online resources for independent study for such options as foreign languages or cultures.

Seventh and eighth graders may be assessed for placement in dual enrollment classes at Cardinal Mooney High School in order to earn high school credit in math and/or a foreign language.

Courses of study for each grade level are published both on paper and on the school's website.

### **ADMISSIONS POLICY**

All students that are accepted into Holy Cross Catholic School are on a probationary basis for the first year. During this time the student's academic record and daily behavior will be reviewed. Students will achieve full status following acceptable academic and behavioral performance. However, there is no guarantee of re-admission.

Students with disabilities will be evaluated for admission on an individual basis. Admission will be based upon the student's needs and the school's ability to accommodate those needs. The final decision will be made by the pastor and principal.

Catholic schools in the Archdiocese of Detroit must follow the following admission policy and procedures:

Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the

conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.

A copy of the parent/student handbook is to be given or provided online annually to all families. Parents are to acknowledge in writing and/or with a digital confirmation that they have read and agree to adhere to the policies and regulations therein.

A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholic students. All documents and records shall reflect the person's God-given biological sex. (see [The Good News About God's Plan](#))

A child entering kindergarten must be five years old on or before September 1. A student entering the first grade must be six years old on or before September 1. These requirements may be varied at the discretion of the school administration.

Prior to admission, school personnel ensure that students meet the established enrollment criteria. Methods of acceptance determination include but are not limited to: family interviews, assessments, grade reports, behavior reports, other evidence, etc.

### **ACCREDITATION**

Holy Cross has been accredited by the Michigan Nonpublic Schools Accrediting Association continuously since the fall of 1991, having met or exceeded the standards prescribed.

All teachers comply with State of Michigan and Archdiocese of Detroit certification requirements. Several have earned Master's degrees. All religion teachers are certified or are working toward certification as required by the Archdiocese of Detroit.

### **ATTENDANCE**

There is a positive correlation between school attendance and student achievement. Attendance at school and being on time for classes provide good preparation for job fulfillment in later years. An absence from school is always detrimental to the student. We take seriously student absences or tardiness and place the responsibility on both parents and students to be on time, be present, and make up work that is missed.

When a student is absent, the parent must call the school office before 8:00 am on the first day and every day of the absence. If the parent does not call, the absence will be considered unexcused. Students must arrive before 11:30 am on full days (before 9:00 am on half days) to be counted present ½ of that day.

When you know that your child will be absent for a length of time, please notify the office in advance in writing of the specific days the student will be absent. (You will not need to notify the office each day unless there is a change in plans.)

**Upon their return, students are responsible for getting assignments from teachers and completing them in a timely manner.** Students have one day to make up the work for each day absent (ex: If a student is absent 2 days, they have 2 days to make up their work.)

If a student is absent more than 10 days in a marking period, without a doctor's note, the school is justified in reducing a grade by 10 percentage points for that quarter (unless the work is completed satisfactorily and in a timely manner). If a student is absent 7-9 days in a marking period, a review will be conducted among parent, teacher and principal.

We encourage parents to arrange vacations/doctor appointments so as not to conflict with the school schedule. **No homework is assigned ahead of time.** It is the student's responsibility to find out and make up all work. Students have one day to make up the work for each day absent (ex: If a student is absent 2 days, they have 2 days to make up their work.)

### **TARDINESS**

Being late for school is disruptive not only to the student but to the entire class. It takes time for the teacher to explain to the student what he or she has missed. Please show respect for your teachers and classmates by being punctual. The bell at 7:28 am announces the beginning of the school day.

Students who are not in their classrooms before the second bell rings at 7:30 am are late and must report to the office for a pass to enter the classroom. (Students late because of documented appointments must still stop at the office for a classroom entry pass.)

Students who are tardy to school three times in a single marking period will earn an after-school detention with the principal. At the tenth tardy in a marking period, the parents will be required to attend a truancy meeting with the principal. **Each unexcused tardy offense tallies as 1/10 of 1 day's absence.**

### **DRESS CODE**

We believe the way a child dresses affects his or her attitude and behavior. Students are expected to dress in the proper school attire and be neatly groomed at all times. Students are to wear the designated uniform of the day unless otherwise instructed by the principal.

Conformance to the required dress code is primarily the responsibility of the parents / guardians and the students. The most effective place to resolve dress issues is in the home prior to the student leaving for school in the morning. Teachers are not to be expected to use precious class time to enforce the school's dress code. Once the student arrives at school improperly dressed, this brings the problem to school where it then has to be resolved, taking valuable learning time away from both the student and the rest of the class.

#### **Consequences for Dress Code Violations:**

- First Offense - Verbal warning
- Second Offense - Written warning, FACTS Behavior Report, must wear Mass uniform next day.
- Third Offense - FACTS Behavior Report, student must call home, must wear Mass uniform for five days and loss of next dress down day.
- Fourth Offense - FACTS Behavior Report, student will be asked to leave and will not be permitted to return until parents, student, homeroom teacher, and principal meet.

THE PRINCIPAL AND HIS/HER DESIGNEE HAVE THE AUTHORITY TO ENFORCE THE DRESS CODE ACCORDING TO THEIR INTERPRETATION. If you are not sure of an article of clothing, bring it to school for the principal's review. Bring a change of clothes with you

“Dress down passes” (which students are able to turn in for a dress down day of their choice) are occasionally made available and distributed by the school office in special circumstances. Teachers do not award “dress down passes:” they are issued only by the school office. They may be redeemed for “personal dress down days” on days when special dress is not required (e.g., not on mass days).

You may purchase school clothing from any source *as long as the uniform adheres strictly to the standards set forth in this year's "Holy Cross Dress Code" as published on the school's website:* <http://holycrossonline.net/uniform/>.

### **DIRECTORY INFORMATION**

Directory information—parents' and children's names, addresses and phone numbers--may be shared with the Archdiocese of Detroit. If you prefer to opt out of this sharing, please send your written request to the school office.

### **CHANGE OF ADDRESS / PHONE**

When it is necessary, the school contacts you using the most recent information you have provided. It is the family's responsibility to notify the school of any address or telephone number changes.

Also the school must be provided with a current email address for all families with any change of email also reported to the school office.

### **STUDENT PREPAREDNESS / RESPONSIBILITY**

Students must be prepared for class with the necessary supplies and textbooks (see "Supply Lists"). Supplies must be replenished as necessary throughout the year. Consequences for unpreparedness are at the teacher's discretion.

**Please note: students may not call home for forgotten homework, lunches, etc.** Children learn responsibility by being held responsible for choices or lack of choices. If a youngster forgets to bring a lunch, rather than calling home for someone to come to his/her rescue, the child should be allowed to learn from the “natural consequence” of going hungry or having to eat something that is provided by the school (for a child who is not medically impaired). If a child does not do his or her work, the natural consequence becomes failure or a lower grade. By holding the child responsible for poor decisions, the youngster learns lessons much more powerfully than by merely being given a “punishment.”

### **HOMEWORK POLICY**

Students are expected to turn in assignments when due. If a student is not able to turn in an assignment by its due date for good cause (e.g. illness or other unavoidable absence), the student will be expected to turn in the assignment upon his/her return to school. For each day an assignment is late, the grade will be reduced by 10%. After 5 school days, the assignment will not be accepted. Middle school (grades 6-8) students are expected to contact their teachers about work missed during an absence.

### **INTERNET USE**

Students at Holy Cross have access to computer devices. If a parent discovers that students are able to access an inappropriate website, the parent should notify the child's teacher, and our tech support will be advised to add that website to our list of sites that students are not allowed to access. Students should be reminded that teachers and tech support are able to monitor the sites they visit, and appropriate interventions will be applied if a student abuses the use of the Internet for purposes that are not consistent with learning. Students using inappropriate sites can be monitored and tracked, and even shut down remotely. The Chromebooks should ordinarily not be used for playing games unless relevant to academics and approved by parents or teachers.

Parents and students must sign a yearly "Electronic Information Access and Use" contract (Addendum A) before the student will be allowed to use the Internet. This is a contract between the school and parents, and must be verified prior to students having access to computers in school.

### **CARE OF BOOKS AND SCHOOL PROPERTY**



All supplies provided for student use by Holy Cross are parish property. Each student is expected to take proper care of the Chromebooks, textbooks, workbooks, library books, electronic devices, and any other school property given to him/her for use during the year. School desks and other property and equipment are also to be handled with care.

Chromebooks and school books should be carried in protective cases. Books must not be written in. Workbooks may, with the approval of the teachers, be written in and kept by the pupils.

Any electronics, books and/or property that are lost or damaged by abuse become the financial responsibility of the student and his/her family. Items that cannot be found after one week will be considered lost, and the costs for their replacement will be the family's responsibility.

The annual Chromebook insurance fee will not cover the loss of or damage to a charger due to careless use: students and their families will incur a replacement charge for each lost or damaged charger. Similarly, a student who damages a Chromebook screen by slamming it shut or dropping the Chromebook or using it roughly will be charged for the damaged screen. Students who remove keys from the keyboard or allow another to do so will be charged for the repair of missing or detached keys. (See Addendum B for Chromebook policies.)

### **RELIGIOUS EDUCATION**

The Catholic school is a faith community and the students have many opportunities to express their oneness in the Lord. The student body gathers every morning for prayers and reflections, including Bible readings, meditation, and standard Catholic prayers. Classrooms have individual prayer times as part of their religious formation, including prayers before meals.

K-8 students attend Mass every Friday (and/or on a Holy Day of Obligation that falls during that week). Special liturgical services are held during the seasons of Advent and Lent and in honor of Mary in October and May. In addition, students attend Adoration on the first Friday of the month. Students also have the opportunity to celebrate the Sacrament of Reconciliation. On the second Friday of each month a canned food collection is taken at Mass to support the parish's food pantry.

We hope that parents encourage their children to participate fully in the activities provided at school as well as in the other spiritual opportunities which are provided by the Parish or their own church. Classes are encouraged to do service projects.

In being true to our Catholic faith—the foundation of our school—Holy Cross does not subscribe to “new age” beliefs including (but not limited to) astrology, witchcraft, healing crystals, tarot cards, etc. Students and families are prohibited from practicing “new age” beliefs while at school or school-sponsored events.

Our sacramental program includes parent meetings as well as classroom instruction for students in grade 2 for Reconciliation and Eucharist. Confirmation is handled through the parish.

### **CHRISTMAS PROGRAM**

All students are expected to participate in the annual Christmas program, which will be held on an evening in December.

### **SAFETY**

The general safety of your child is very important to us. Exterior doors are locked during the school day. Students are supervised at all times during the school day. Your child may be on site outside regular school hours only during the legitimate after-school activities (with adult supervision) with which he or she is involved. If you are here after school hours (for meetings or other adult business) please make

arrangements for your children to be cared for at home: it is unfair to them as well as unsafe for them to have to wait unsupervised in the hallway. Remember: you are responsible for your child's actions.

In the event of extreme dangers, administration and staff have prepared and are familiar with the school's Safety and Crisis Response Plan.

### **CHILD ABUSE / NEGLECT**

Holy Cross follows state guidelines on child abuse/neglect. State law requires designated persons in a supervisory role having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect, must report the matter promptly to the Department of Social Services in the county where the suspect injury occurred. (Archdiocesan Policy #5142.3.)

### **EMERGENCY CARE**

Emergency cards are part of the enrollment process through FACTSI. This card allows you to provide information for the care of your child in case of accident or illness and you cannot be reached. Information in the card is also used in the event of emergency dismissal. It is the parents' responsibility to keep that information up to date—please include your cell phone numbers. A copy of the card may be provided to East China School District or Merritt Academy as a condition of receiving "shared time" services from them.

Basic first aid will be applied as necessary in the case of injury to the child while help is being obtained. Be aware that there is no school nurse on staff (although appropriate staff members are First Aid and CPR certified).

### **MEDICATION / OTHER MEDICAL NEEDS**

It is the responsibility of the parent/guardian to inform the principal and appropriate teachers if a student is subject to any medical needs that require regular or periodic attention while at school.

If it is absolutely necessary for a student to take medication of any kind (whether prescription or "over-the-counter" remedies including cough drops, cold or cough medicines or pain relievers) during the school day, the medication must be sent directly to the office. It must be in its original container and accompanied by a written permission letter dated and signed by the parent **as well as by the doctor** (mandated by the Archdiocese of Detroit). Please be sure to state in your permission letter the type of medication, dosage, and the time(s) to take it. The school office will administer the medication and record its dispensing.

A student who needs an inhaler during the school day may carry it on his person as long as his parents and doctor have completed and delivered to school the required medication permission form (available at the school office).

Students who routinely take prescription medication at school are expected to continue taking it while at camp (or any other away-from-campus school activity).

If your child is not to participate in gym or other specific activities as required by a doctor, a note so stating must be delivered to the school office beforehand.

### **IMMUNIZATIONS**

All new students must show documentation of immunizations required by the state of Michigan. Families who do not immunize for medical, religious or philosophical reasons must contact the county Health

Department before enrolling to obtain a certified waiver. The records of all students entering seventh grade are reassessed for compliance by the Health Department.

### **CONTAGIOUS DISEASES**

School is NOT daycare for sick children! For the welfare of all students, **children who are sick must not be in school**. The school does not diagnose illness; however, we do exclude any child suspected of having a contagious disease. A child with a fever must remain home until the fever has been gone (without fever-reducing medication) for 24 hours. A child who has had diarrhea or vomited within 24 hours must stay home. It is the responsibility of the parent to notify the school immediately of any contagious diseases (such as influenza, chicken pox, or measles). The child must be kept out of school until the infectious period is over and/or cleared up. The child must be okayed by his doctor or principal before returning to classes.

Head lice must be treated until there are no nits (eggs) remaining in the hair before the child may return to school. The child's head must be checked by the principal (or designee) before returning to classes.

### **“COVID” OR OTHER WIDESPREAD ILLNESS**

A number of actions are propounded by health agencies and/or governmental mandate in the hope of halting the spread of widespread illness such as the COVID pandemic. Holy Cross Catholic School obeys government mandates and follows best practices put forth by health agencies, up to and including closing the school building. In the event students are required to stay at home, Holy Cross and its staff and teachers are prepared to continue their educational program via distance learning, flexing back and forth between “face to face” and “at a distance” as the situation evolves.

### **CHILD CUSTODY**

In the absence of a valid court order to the contrary, it is presumed that the parents named on a student's birth certificate have equal custodial rights. In the event unequal custodial rights are claimed, it is the parent/guardian's responsibility to present a copy of the most current custody order entered on behalf of the child to the school.

### **SCHOOL VISITORS AND TELEPHONE MESSAGES**

In order to provide a safe and distraction free environment **no parent may go directly to a classroom during school hours**. Forgotten lunches, books, etc. should become the child's responsibility, with increasing focus as the child moves upward from grade to grade. The goal should be to support each child in developing personal responsibility for choices.

Other areas of safety and care for young children will, of course, require adult interventions. If a child does not have a ride home after a game, school personnel or representatives will call the parents, or in some cases notify someone on the child's emergency card or, if necessary, contact the local police. Children cannot be left on their own to find their own transportation home.

Students may not use school or personal telephones or cell phones without permission. **After-school arrangements must be made before the child leaves for school in the morning.**

If you must make an emergency change to your child's after school plans and need to relay that message to him/her, please call before 2 pm and the office will pass that message on to your child. If you call later than that, it can become more possible that your message is not delivered properly or in time.

School and classroom visits may be made by appointment prearranged with the teacher. All visitors to the school must use the front door and report to the office. A sign out log is located in the office: **students who are picked up early must be signed out in the log before leaving.**

### **PHOTO RELEASES FOR PUBLICATION**

Parents' permission via a signed "photo for publication release" is required to permit the school to publish a photo or video capture of their youngster on the school website or in print publications (such as local newspapers). This permission is part of the registration process in FACTS.

### **COMMUNICATIONS**

Because parent involvement is integral to the success of our program, we offer many avenues of communication:

1. A weekly newsletter is published electronically every Thursday and emailed to each family. **PLEASE READ IT!** Every effort is made to include items of interest and upcoming events. Parents are also encouraged to send in articles for the newsletter.
2. Teachers may, also, send occasional letters or other classroom updates home, in print or via email.
3. A monthly calendar with important events is attached to the last newsletter of the preceding month; a monthly menu for the entrees available in the cafeteria is also sent home as provided by Chartwell's. (Calendars and menus are available on the school website: [www.holycrossonline.net](http://www.holycrossonline.net).)

### **EMERGENCY SCHOOL CLOSINGS**

Occasionally school is unexpectedly canceled (e.g. severe weather, ice/snow). In the event of school closure, every effort will be made to email the communications contacts listed in your family's FACTS account, as well as to send a text through the FACTS system. Local radio stations WPHM, WJR, WHLS or TV channel 4 or 7 are also notified. Please do NOT assume that if Cardinal Mooney and/or East China School District are closed, that Holy Cross also is. In rare emergencies (for example, severe weather) school may be closed during the day; we are given 10 minutes to load the buses. In some circumstances, we may not be able to phone each family first. In such an event, we will attempt to contact you (at the emergency phone number you have provided on your emergency card) to let you know your child is on his/her way home: your child will be sent home as usual during such an emergency unless you have made other arrangements with the school ahead of time.

### **CAFETERIA / MILK AND LUNCH PROGRAM**

Students are welcome to bring lunches from home or may purchase hot lunch. Ready-to-eat lunches are encouraged: food requiring preparation must be handled by the lunch supervisors and distracts their attention away from supervising the students.

By utilizing the U.S. Government School Milk Program, white and chocolate milk are provided for student lunches at minimal cost. Our hot lunch program is provided by Chartwells. A monthly menu is in the newsletter and available on our school's website. Free and reduced price lunches are available to those meeting the income requirements set by the U.S.D.A.; application forms are sent home to each family on the first day of school, and are available throughout the year in the school office (or on East China School District's website: [www.ecsd.us](http://www.ecsd.us); choose "food service" from "departments").

Lunch and/or milk tickets may be purchased at the school office. You may purchase tickets in quantity in advance, and you may pay by check (made out to "**East China Food Service**"). If you choose to do this, **please understand that it is not the teachers' responsibility to count and guard students' tickets; each teacher has a different policy - please be familiar with your child's teacher's policy.**

Students are responsible for cleaning their eating area. Food is not to be taken out of the cafeteria or shared except with the approval of the lunchroom supervisors.

### **BUS SERVICE**

East China School District provides bus service for East China School District residents. Any questions on times for morning pick-up and afternoon bus numbers, bus rules, etc. are handled through the East China Transportation Department. Any disorderly conduct on the bus will be taken up with the bus driver, parents, and principal. For routes and questions, please contact the East China Transportation Office at 810.676.1100; for weather- or emergency-related updates, call 810.676.1101 or visit East China's Internet web site at [www.ecsd.us](http://www.ecsd.us).

Cardinal Mooney High School offers bus service (at a cost) to Holy Cross students in some other areas. Contact CMC at 810.765.8825 for information.

For their own safety and that of other riders, students who ride the buses are expected to behave in an orderly, Christian manner. Riders are requested not to eat or drink on the buses, and to avoid carrying large items, noisemakers, or balloons on buses.

Athletics Transportation - Holy Cross Catholic School cannot provide transportation for student athletes; parents/guardians are responsible for transporting the student athlete to practices and games.

### **DISMISSAL PROCEDURE**

Students who ride East China buses will be dismissed from the South Main Street school door. All other students will be dismissed from the school and Activities Center doors on South Water Street.

If you are picking your child up, **please be prompt**. Please remain in your vehicle. (If you must park, **use the lot** across Water Street from the school.) For the students' safety: line up, single file at the curb. Stay with your car and move ahead as the car(s) ahead of you leave. **Students may cross the street only if accompanied by an adult.**

### **FIELD TRIPS**

Educational field trips are an important part of the curriculum of Holy Cross Catholic and, as such, attendance is mandatory. However, students who are unable or not allowed to attend must do a report relative to the theme of the trip. Failure to complete assignments related to the educational field trip results in failing grades for the day.

Information and permission slips are sent home prior to the planned trip and must be returned to the child's teacher by the date designated by the teacher. A phone call or hand written note may not be accepted as permission for a trip: Archdiocesan policy requires your signature on the original trip permission form. As the school must frequently order and pay for all tickets well in advance of trips, students not notifying the school in advance that they will not be attending a scheduled field trip will be required to pay for their reserved ticket.

Parents are often asked to chaperone and, in some cases, provide transportation for the field trips. Chaperons who drive must have the Archdiocese of Detroit's "Protecting God's Children" certification; in addition, they must meet the Archdiocesan standards for insurance and complete a Volunteer Driver form. Drivers are not to text or talk on cell phones while their vehicles are in motion, and all drivers and riders are to use seatbelts (and booster seats, when required). **Chaperons may not bring other non Holy Cross children.** Whenever possible, a meeting with the chaperons will be held prior to the field trip to explain responsibilities.

### **CHAPERONS / VOLUNTEERS**

Parents or other adult family members wishing to chaperone field trips or otherwise volunteer to work with children in school are required to complete the Archdiocese of Detroit's "Protecting God's Children"

workshop and submit to a criminal background check. The workshop is offered throughout the Archdiocese of Detroit; check at [aodonline.org](http://aodonline.org) to find a time and location that fits your schedule. The background check is carried out through the parish office; forms are available at the school office. There is no cost to you for either the workshop or the background check. They are done for the safety of the children.

Other volunteers are needed to supervise the cafeteria and recess for the hour that these are provided. Parents or grandparents or parish support volunteers are eagerly encouraged to help out with our lunch and recess supervision.

### **LIBRARY**

Holy Cross has an excellent library which is available to students on a daily basis. It is the student's responsibility to return books borrowed or to pay for the replacement of any misplaced book.

### **LOST AND FOUND**

Lost and found articles are kept in a container in the school. Please feel free to ask to check the container at any time. Periodically, all unclaimed articles will be displayed in the hallways for students to claim; articles not claimed will be donated to charity.

### **SCHOOL PICTURES / "CRUSADER DAY"**

All students must have their pictures taken so as to be included in the yearbook and in their student record files. These will be taken on "Crusader Day" just before school begins in August. (Parents/ guardians may purchase a photo package if they so choose.)

### **SOCIAL DEVELOPMENT**

Many opportunities for the student's social development are provided. These include participation in extracurricular athletic programs and class field trips. Students in grades 5-8 attend a school-week-long camp. Students in grades 6-8 have periodic dances (see "Dances"). Eighth graders may be given the privilege of a class trip. Younger students are invited as well to be part of our drama, robotics, choir, and other clubs. Additionally, older and younger grades occasionally work together on different activities.

### **SPORTS**

Sports are an extension of our academic program. Teamwork, attitude and effort are qualities that are developed along with athletic skills.

**Physicals:** before participating in practice for any sport, each athlete is required to have a recent physical (performed after May 15 of the prior school year) and to have the completed and current physical/permission-to-play form on file at school.

**Parental involvement:** parents must support their athlete by: 1) picking their child up from games/practices ON TIME, AS SPECIFIED BY THE COACHING STAFF; and 2) working at least two shifts per sport their child participates in, to assist with the Booster Club's admissions/ticket selling, concessions and supervision during home games. Also, when dropping students off for practice, parents must not leave until the coach has arrived. (Students who are not members of a team **may not** be at team practices unless arrangements have been made in advance with the coach.)

**Participation fee:** a fee of \$75/athlete will be charged for volleyball and basketball a Holy Cross student athlete participates in. A fee of \$50/athlete will be charged for cross country, cheer, and track a Holy Cross student athlete participates in. Participation may be offered to parishioners if a school team needs more members to be able to participate in the league; a fee of \$200/athlete will be charged to each

non-Holy Cross student athlete for each sport s/he participates in, with \$50 rebated upon the return of all items loaned by the school.

**Families' financial and other accounts** must be in good standing for their children to be eligible to participate in extracurricular sports.

**Uniforms** are the property of the school and the responsibility of students and parents. Lost or damaged uniforms must be replaced or paid for. Uniforms must be turned in at the end of the last game of the season or a replacement charge will be automatically assessed. No student will be issued a new uniform for another sport unless all materials from the previous sport are returned. Additionally, each coach may issue specific rules to his team members, and a student may be asked to leave the team for lack of respect or cooperation. Student athletes may wear their jersey over their school uniform shirt on game days.

**Student spectators must remain supervised by an adult at the event.** All spectators are required to demonstrate good sportsmanship. **A student who is not following these rules will be ejected from the event he/she is attending and may be excluded from attending future events.**

### **ELIGIBILITY**

All students participating in athletics or extracurricular activities such as drama and robotics must maintain, weekly, grades no lower than a "C" (2.0) average. A "B" in conduct must also be maintained. Eligibility is checked weekly. A student who fails to meet eligibility requirements for two weeks will not be allowed to participate in that activity. Students not meeting the C average in the quarter immediately preceding their activity have a one-week grace period to bring their grades up.

Students must be in school on the day of a team or club activity to be able to participate that afternoon/evening. The same is true for practice: teamwork means working as a team. In order to remain on a sports or other extracurricular team, a student must attend practice regularly.

### **DANCES**

Blue Water Catholic schools periodically sponsor dances for 6th-8th graders. Only students from those schools may attend. Once a student enters the dance site, he/she may not leave unless his/her parent is there to pick him/her up, or other written arrangements have been made previously with the teacher in charge. A letter will be sent home explaining these details; please read and follow the instructions in the letter accurately.

Students' dress and behavior are expected to be appropriate; teachers will be authorized to refuse entry to (or remove) any student who actions or attire they deem inappropriate.

### **PARTIES**

Parents may acknowledge their child's birthday with a class treat. This must be something which the child can pass out during the school day and which requires no preparation, cutting, etc. (e.g., candies, cupcakes, ice cream bars, etc.). Please check with your child's teacher to be sure there are no food allergies in the class.

No balloons, party favors, etc. will be allowed in the classroom. The school may not be used as a venue for distributing personal party invitations unless everyone in the class receives an invitation.

### **COURTESY**

Respect and courtesy should be shown by students to all priests, sisters, lay teachers, and all who hold any office or authority (including lunch supervisors, aides, substitute teachers and all visitors to the building), as well as to each other. Students are expected to conduct themselves in a courteous and Christian manner

at all times, in and out of school. Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor detrimental to the school community.

### **RULES**

1. Follow directions the first time they are given.
2. Use respectful language at all times.
3. Do not fight or tease.
4. Do not litter or abuse school property.
5. Walk inside the building.
6. Show respect to fellow students, adults, and personal possessions.
7. Leave toys or hand held electronic equipment (e.g. iPads, iPods, tablets, electronic readers, etc.) at home unless okayed ahead of time by your teacher for field trips or other activities. (Holy Cross School and Our Lady on the River parish and employees are not responsible for lost items.)
8. Respect the space of others by keeping your hands and feet to yourself.
9. Students may have cell phones at school only if they are turned off and in their bookbags. Cell phones may not be used during the school day: any phone that is seen or heard by staff during the day will be confiscated and must be picked up by the parent or guardian. Any violation and permission will be rescinded.

### **CHURCH BEHAVIOR / POLICY**

1. Be very reverent and respectful at all times before, during and after mass.
2. Participate fully in the liturgy.
3. Parents are not to sit with their children at the Friday morning mass.
4. Students are to comply with the dress code in regard to mass days. Hoods may not be worn in church. Boys must wear ties; students are expected to tuck in their shirts.

### **LUNCHROOM POLICY**

1. Students are to sit appropriately at their assigned table.
2. Keep walking around to a minimum: raise your hand if you need something.
3. Ask supervisors for permission to leave room.
4. Do not share food, money, etc.
5. Keep your table and the area around it (including the floor) clean.
6. Wait to be dismissed before leaving the cafeteria.
7. No throwing things (lunchboxes, hats, food, etc.).
8. No intentional inappropriate rude noises (belching, gas, etc.).

### **LUNCH RECESS POLICY**

1. Use equipment appropriately.
2. Choose an organized game, or sit down (or stand) to visit.
3. No profanity or put-downs.
4. No running wildly so as to threaten the safety of another.
5. No toys or electronics.

When outdoors:

1. Do not go out into the street.
2. No pushing, shoving, tackling: keep your hands to yourself.
3. Do not run up the slide or hang on bars.
4. No "belly swinging," standing on swings or twisting swing chains.
5. No standing on benches.



6. During winter, you must have boots and snow pants to go on playground: always wear season-appropriate clothing.
7. Do not pick up or throw snow or kick snow at others.
8. Any personal equipment brought by students to recess (e.g. football) must be approved by the principal before being used. (Holy Cross School is not responsible for lost or damaged personal equipment brought to school.)
9. ALWAYS keep your hands to yourself.
10. During the snow season--No boots: no snow.

Repeated reprimands for unacceptable behavior in the lunchroom or on the playground will result in lunch detention and/or loss of playground privileges. Referral slips will be given by lunch supervisors.

### **CONSEQUENCES FOR DISRUPTIVE BEHAVIOR**

We have developed behavior rubrics to outline consequences for students who do not follow the school rules. Consequences are clearly outlined in the behavior rubrics and are based on grade level, number of offenses in each category, and levels of misbehavior. If a behavior report is sent home and a signature is requested, it MUST be signed and returned to the homeroom teacher by the next school day. Failure to return the signed behavior report earns an automatic detention for students in grades 3-8. It is the responsibility of the STUDENT to take the behavior report home and return it to school the next day.

Parents will receive written notification that their child is to serve detention. This notification is carried home by the student. In some cases, parents may receive an email or phone call. It is the responsibility of the parent to arrange transportation.

### **CRITERIA FOR A SEVERE DISRUPTION**

1. A child willfully inflicts physical harm on another child or to him/herself.
2. A child willfully destroys property.
3. A child overtly refuses to do what he/she is told.
4. A child willfully shows disruptive and rude behavior.

The principal will deal with severe disruption in one or more of the following ways:

1. Immediate parent/principal conference;
2. In-school suspension/detention;
3. Out-of-school suspension;
4. Exclusion from extra-curricular events.

### **DISCIPLINARY ACTION**

**The following definitions are from the Archdiocesan Policies and Rules (1995), #5114:**

“Disciplinary probation is a specified period of time in which a student is given the opportunity to prove that s/he will comply with school rules and regulations. During the period, the student is in attendance at regular classes and school activities.

“Exclusion is a temporary removal of a student from a class or classes. In-school suspension is included in this category.

“Suspension is the temporary dismissal of a student from the school. Decisions to suspend shall follow only after other means of motivation have failed and/or attendant circumstances necessitate this extreme disciplinary action.

“Expulsion is the permanent dismissal of a student from the school. It shall be implemented either after repeated attempts (including suspension) to correct serious violations to the school code of conduct have

failed and/or when the offense is such a grievous matter of crime, scandal, morality or disruption that immediate expulsion is appropriate.”

If a student is to be suspended/expelled, the administrator will notify the parent/guardian immediately of the reason for the suspension/expulsion. A student will not be asked to leave the school building until parents/guardian call or come to authorize dismissal.

Written notification to the parents/guardian indicating the reason for the suspension/ expulsion will be sent home with the child, or given to the family within twenty four hours. In case of suspension, the steps necessary to terminate the suspension and initiate the student's return will be included in the notification. The pastor will be notified regarding any suspension of five (5) days and of all expulsions.

### **LEGALLY REQUIRED STUDENT MANDATES**

The following are the **MINOR** and **MAJOR** violations of the Discipline Code:

#### **MINOR VIOLATIONS:** \*

- a. Disobeying school rules (including playground, lunchroom, classroom, etc.).
- b. Repeated disregard for homework and classwork completion and deadlines (see "Homework Policy" and rules sections).
- c. Non-compliance with dress code.
- d. Chewing gum or consuming food/drink without prior authorization.
- e. Disregard for safety rules involving self or others including (but not limited to) throwing snowballs or rocks, reckless use of bicycles, poor behavior during fire or severe weather drills, poor behavior on buses, running in halls, etc.
- f. Dishonesty and/or cheating.
- g. Defiance of the person in authority, e.g. refusal to leave the room when asked.
- h. Verbal abuse - name calling, cursing, racial slurs or derogatory statements addressed to others to cause disruption of the school program or incite violence.
- i. Failure to attend assigned detentions
- j. Making obscene gestures.
- k. Disruptive behavior or other misconduct not listed above that disrupts or interferes with the school program in any way, including harassment of others.

\* Any of these violations may result in suspension from school. Referral slips may be given for minor violations.

#### **MAJOR VIOLATIONS**

The following conduct violations may result in automatic suspension and/or expulsion from school and all school sponsored activities. Should this occur, parents/guardians will be notified immediately.

A first offense from this category may warrant a one (1) day (or longer) suspension. A second offense will result in a two (2) day (or longer) suspension. If a third offense should occur, the parent/guardian will be advised to enroll the child in another school. An out-of- school suspension is considered to be an unexcused absence from school. Re- admittance procedures for the child will be explained to the parents at the time of suspension.

- a. **Arson**: the intentional setting of a fire.
- b. **Insubordination**: refusal to respond to or carry out reasonable and lawful directions of authorized personnel of the school.
- c. **Assault**: an attempt or threat to inflict serious bodily harm to another; no actual body contact is necessary.

- d. **Battery**: the unlawful intentional touching or application of force done to another person, done in a rude, insolent or angry manner.
- e. **Burglary**, theft, robbery, larceny-stealing money or property.
- f. **Possession of weapons** or other dangerous objects, or objects perceived to be a weapon: carrying, using or storing weapons or other dangerous objects (e.g. matches fireworks, explosives, laser lights, etc.) in the school building or on school grounds, or at school functions (see Weapons"); or threatening others as if with a weapon.
- g. **Possession of pornographic materials.**
- h. **Sale, use, possession, distribution or acceptance of narcotics, illegal drugs, materials or substances, performance-enhancing drugs, alcoholic beverages or tobacco products in school, on school property or at school functions.** This includes bringing such items into school for another person, having such items on one's person, or placing them in a hiding place.
- i. **Destruction or defacing of property** belonging to the school or church, or to persons employed by the school or church, or in attendance at these places.
- j. **Touching** of another student in inappropriate and unacceptable ways.
- k. **Forging** signature(s) on any document or paper.
- l. **Leaving** a class or school building without permission: skipping class; truancy.
- m. **Initiation** of a false alarm or bomb threat.
- n. **Trespassing**: being present in an unauthorized place or refusing to leave when ordered to do so by authorized personnel.
- o. **Unlawful interference** with school authorities and programs; interfering with administrator, teachers and/or school personnel by force, violence, intimidating, boycott, riot or extortion.
- p. **Sexual harassment** (see "Sexual Harassment").
- q. **Photographing or otherwise capturing or recording** a visual image for distribution, dissemination or transmission or recording a photograph or visual image of an individual having reasonable expectation of privacy. Public Act 155 makes such an act a felony as of September 1, 2004, and includes photographing with cellular phones and PDAs equipped with digital cameras.
- r. **Online harassment / "cyber bullying"**: engagement or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as FaceBook (see "Cyber Bullying").
- s. **Unlawful behavior**: engagement in any action that is illegal will be handled with and prosecuted with and by civil authorities.

### **BULLYING**

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

Holy Cross Catholic School believes that all students have a right to a safe and healthy school environment. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Holy Cross Catholic

School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds or at a school-sponsored activity.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

### **CYBER BULLYING / ONLINE HARASSMENT**

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students and families using social media are requested NOT to publish photos of members of other families. Members of the community who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, threatening, offensive, or abusive atmosphere, including such activity in online postings on social networks, such as FaceBook, will be disciplined, up to and including expulsion.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school- sponsored or –sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

### **WEAPONS**

This policy is adapted from Policy #5114.2 of the Archdiocese of Detroit School Policies and Guidelines. A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapons" as defined by state law. School premises include the school building and the adjacent grounds including, but not limited to, parking lot, playground, student lockers, buses. The immediate vicinity of the school means a 1-block radius of the school.

### **GUIDELINES:**

- a. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.
- b. A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch box, locker, automobile, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor or a person acting in the place of any of these.
- c. When a body search is conducted it shall be in the principal's or pastor's office or other appropriate place. Another person of the same sex will conduct the search of the student and a witness will be present.

- d. If a student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion (permanent dismissal) from school.
- e. Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
- f. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.
- g. Parents will be notified of any actions taken.

### **ILLEGAL SUBSTANCES**

All school rules and regulations and state and federal laws regarding illegal substances will be enforced by school officials. The possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances, paraphernalia, or tobacco by students in school or at school sponsored events is expressly forbidden and subject to consequences as outlined in the Major Violations section. These banned substances expressly include any performance-enhancing drug; possession or use of any performance-enhancing drug shall subject the student to those same consequences.

The student is held accountable for his/her behavior. Every effort will be made to work with family in obtaining appropriate help.

### **SEXUAL HARASSMENT**

It is the policy of the Archdiocese of Detroit and Holy Cross Catholic School to make every effort to provide an educational environment, as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at Holy Cross, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and Holy Cross Catholic School are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet at Holy Cross. All individual faculty or staff members, students, or others who are in a working relationship with the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated.

Sexually harassing behavior will earn a student offender up to a 3-day suspension; a second offense will result in a suspension of up to 6 days.

Holy Cross Catholic School will not tolerate sexual harassment nor reprisals against any employee, student or other person who makes a sexual harassment complaint.

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be in conduct, written or oral communication or by Internet. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual

harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive education environment.

### **EXAMPLES OF SEXUAL HARASSMENT**

sexual innuendos  
jokes of a sexual nature sexual propositions  
sexually suggestive pictures or cartoons  
foul and obscene language, jokes or gestures unwanted and unnecessary physical contact unwelcome comments about appearance

### **REPORTING SEXUAL HARASSMENT**

The principal will answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any student or other person in a working relationship with Holy Cross who feels that he or she has been a victim of sexual or other forms of illegal harassment should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any student or other person in a working relationship with the school who is determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

### **ELECTRONICS POLICY**

Electronic devices such as (but not limited to) smart phones, smartwatches, and tablets will be required to be placed in a classroom designated space, be turned off, and not used during the school day. This policy will help ensure the following:

1. **Distraction Prevention:** Smart phones, smartwatches, and other devices can be major distractions during class. We aim to minimize interruptions to the school day and keep students focused on their lessons.
2. **Academic Integrity:** The use of electronic devices can potentially facilitate academic misconduct or unauthorized access to information during tests and assignments.
3. **Social Interaction:** Limiting the use of electronic devices from home cultivates an environment for students to engage more directly with their peers and educators and participate in more face-to-face interactions; which is important for social development.
4. **Digital Well-Being:** Each year, we invest in an electronics monitoring program that protects our students from inappropriate content and scans for concerning activity. This program does not work on non-school issued devices. We strive to manage students' screen time to ensure that technology use is balanced with other activities throughout the school day.
5. **Privacy and Safety:** In a school environment, managing the use of technology can help in ensuring that devices are not used to capture or share inappropriate content, recording others, taking photos and videos of others without permission, and using social media during school.

Students are expected to turn off their devices and place in the teacher's designated place upon entering the classroom each day. Students will collect their items at the end of each day. In case of emergencies, the school office remains available to facilitate communication between parents and students. Any violation of this policy will result in disciplinary action; including confiscation of the device until the end of the school day, requiring a parent to retrieve the device from the school office.

#### **GUIDELINES FOR RE-ADMITTANCE**

The following guidelines will be followed before a student who has been suspended is re- admitted to school:

1. The student may not be re-admitted without a Student/Parent/Teacher/Principal conference. This conference date will be set by the school.
2. Student will not be re-admitted until principal and staff are satisfied that the student's re-admittance will not be injurious to other students or to the student him/herself.
3. School officials may require further professional opinions before arriving at the decision relative to re-admittance (e.g. counseling for student and/or family, psychiatric evaluation, medical evaluation, etc.).
4. The final decision must be based on what is best for the school, community and the individual involved.

#### **APPEALS PROCESS**

The school administrator has the authority to take immediate disciplinary/corrective action. A statement of an appeals procedure will be presented for parties who feel they have been wronged by **MAJOR** administrative decisions. Such a policy is required by a Christian sense of justice as well as the legal requirements of accepted school law. (See "Grievance Procedure.")

#### **GRIEVANCE PROCEDURE**

Disagreements can occasionally arise and every effort on the part of the staff and administration will be made to deal with them in a Christian manner.

The following "ladder" should be followed when/where possible:

1. The matter is discussed between the teacher and parent. If not satisfied,
2. A meeting with principal, parent and teacher is held. If not satisfied,
3. A meeting will be scheduled with the principal, parent, teacher and pastor.

#### **AUXILIARY STUDENT SERVICES**

Holy Cross Catholic School is a Catholic elementary school designed to educate a general student population and does not have the resources to meet the needs of those requiring certain special education services. However, Federal Exceptional Student Services are provided to us through East China. Available to students meeting the requirements are: Teacher Consultant Services, Speech Therapy, Testing, Occupation and/or Physical Therapy, Academic Success Interventionist

## GRADING SCALES

Students in kindergarten through second grade will use the standards based report card.

For grades K-2:

- Proficient (83%-100%)
- Developing (72%-82%)
- Needs Support (71% and below)

The percentages are strictly a value for FACTS and do not appear on the report card.

Both letter grades and percentages appear on the report card for students in grades 3-8. The diocesan grading scale is:

For grades 3-8:

- A 93-100%
- B 83-92%
- C 72-82%
- D 60-71%
- F 59% and below

## ONLINE PROGRESS REPORTS

Each child and family will be given a unique login and password to the online grading program. Parents are expected to take advantage of this convenient method of monitoring their children's work.

## QUARTERLY REPORT CARDS AND TEACHER APPOINTMENTS

Report cards are sent home with the students each quarter. The purpose of the report card is to inform you of your child's progress or lack of progress. It is the responsibility of the custodial parent to provide copies of report cards for the noncustodial parent. Report card envelopes must be signed and returned to the homeroom teacher (within one week) after the first, second and third marking periods. If you **ever** have questions or concerns, **please make an appointment with the teacher.**

## HONORS

To be considered for the Honor Roll students must meet the following qualifications: students in grades 3-5 must receive all As or As and Bs in all core subjects and conduct ("specials" are not included); students in grades 6-8 must receive all As or As and Bs in all subjects, "specials," and conduct.

The Honor Roll will be compiled each marking period and eligible students will receive honor roll certificates for all As or all As and Bs. Special certificates will be given at the final assembly in June to those students who have been on the honor roll for the first three quarters as well as to those with excellent attendance records. (Please note that having more than 10 tardies will result in a student's not receiving awards for otherwise good attendance.)

## RETENTION

Every effort is made, working with the parents as partners, to ensure that each child meets with educational success. If retention is recommended, the teacher must notify the principal and parents by February and arrange for a consultation meeting with the principal, teacher and parents to address interventions to avoid retention.

Communication between the family and the school are essential to ensuring student success. If the parents and teacher recommend retention at the end of the year, the principal will determine whether or not the retention is justified.



### **PARENT TEACHER CONFERENCES**

The parents are the child's primary educators. Success in the educational program depends on the extent that parents are involved. We encourage you to meet with your child's teachers often. We are part of a team working together in a positive, Christian manner.

Parent-teacher conferences will be scheduled, with dates published in the school calendar and weekly newsletter. We encourage parents to attend those sessions and to make arrangements throughout the rest of the year to meet with the teachers when questions or problems arise. Teachers are available to meet with you before and after school, **but by appointment only**.

### **ACCESS TO STUDENT RECORDS**

Parents have the right to inspect and review any and all official records, files and other information about their child (The Family Educational Rights and Privacy Act, 1974). Requests must be made in writing. Files may not leave the office.

### **NATIONAL JUNIOR HONOR SOCIETY**

The Our Lady on the River chapter of the National Junior Honor Society, sponsored by Holy Cross Catholic School, is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each April.

Students in the second semester of sixth grade or grades seven and eight are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

### **TUITION**

It costs over \$7800.00 to educate a child for one year. As you can see, the tuition a family pays does not cover that full amount. The rest comes from Our Lady on the River parish's support and from school fundraising. However, paying your tuition debt on a timely basis is critical for smooth, uninterrupted educational service to your child; the expected payment schedule is printed in the "Tuition Contract" signed by all families at registration.

A family's tuition is rated as either *In Vicariate* or *Out of Vicariate*. Parishioners at any of the Blue Water Vicariate parishes may request the *In Vicariate* discounted rate by completing the "Active Parishioner Verification" form (which is included in the registration packet) and returning the form to their parish office. To qualify for the lower *In Vicariate* rate, you must be registered parishioners actively participating in the life of your Blue Water Vicariate Catholic parish. Your pastor will determine your status based on your meeting those criteria. The *In Vicariate* and *Out of Vicariate* status is reviewed annually to reflect your level of membership and participation.

Registration (and, when appropriate, Chromebook insurance) fees are due at the time of registration. The standard tuition payment plan calls for 10 equal monthly payments with one due each month from June through March. (If you wish to request a different payment plan you must send your **written** plan to the principal. S/he will review your plan and contact you to let you know if your plan is approved.) You are expected to honor your commitment to Holy Cross as faithfully as you want Holy Cross to honor its commitment to your child.

The Archdiocese of Detroit requires schools which offer payment plans to employ a tuition management company. Holy Cross has contracted with FACTS Tuition Management Company for this service. Included in the registration packet are directions on creating an account with FACTS, where you will select your payment plan. (Your "service credit record" will be mailed to you periodically, independently of any FACTS notifications.) Late payments will incur late fees. Any form of payment that is not honored by the bank (closed account, insufficient funds, etc.) is the full responsibility of the family.

By following the tuition payment schedule, each quarter of the school year is paid in advance of the child's attending class. Failure to adhere to the schedule will result in late fees being added to the tuition balance owed. Other consequences of delinquency in tuition and / or service credit accounts include the withholding of report cards and other records and / or exclusion from class.

If the Student is withdrawn, for any reason other than request by School during the School Year, remaining Tuition will be due as follows:

- If you withdraw your student(s) in the 1st Qtr of the school year, the family is required to pay 50% of the total tuition bill for the school year.
- If you withdraw your student(s) in the 2nd Qtr of the school year, the family is required to pay 75% of the total tuition bill for the school year.
- If you withdraw your student(s) in the 3rd or 4th Qtr of the school year, the family is required to pay 100% of the total tuition bill for the school year.

#### **TUITION ASSISTANCE**

Many people work hard to help you afford a Catholic school education for your child. Various funds / scholarships have been established to which you may apply to help you provide a Holy Cross education for your child. Here is a listing of K-8 tuition assistance available to Holy Cross school families:

Tuition assistance may be requested from the Archdiocese of Detroit. Your child must be entering grades K-12 and you must be a registered active parishioner at one of the Archdiocese's Catholic parishes. **Application must be made online through a FACTS account.** (For information on the program, go to AoD.org, choose "schools," then "tuition assistance and scholarships.") The deadline for applying is usually early April.

The Fr. Bartone Scholarship Fund offers tuition assistance to Our Lady on the River members **who have already applied for Archdiocesan grants** and demonstrate a need for additional tuition assistance. First

round applications (forms will be in the school office in late spring) are due in late spring, with the date published on the current year's form.

In addition, ALL families can help themselves through the use of SCRIP. Friends and other family members can also use SCRIP and designate a school family to receive the credit. Contact the school office at any time for more information.

### **FUNDRAISING / SERVICE CREDITS**

Your child's education at Holy Cross Catholic School is funded in three ways--tuition and grants/scholarships, parish support, and fundraising—as tuition does not pay the entire cost of educating your child at Holy Cross. Each family is responsible to do its part with fundraising as addressed in the annual Service Contract. Parents must sign up and work the events they committed to at the time of registration. (Other adults may sign up and help a family fulfill its credits. However, those arrangements must be planned ahead and in place before the event occurs.) Not honoring the commitments in the Service Contract has financial ramifications: families not working their credits will be charged for not doing their part and the debt will be added to their tuition bill.

### **RELEASE OF RECORDS**

All tuition and service credit accounts and all other debts (such as library fees, replacement of lost or damaged textbooks or electronic devices, or other financial obligations incurred) must be paid in full/satisfied before records, report cards etc. will be released. If a family leaves Holy Cross Catholic School with outstanding debt, records will be retained and the unaddressed debt will be submitted to collection, small claims court, or other legal remedy for satisfaction.

### **ACCOUNTING PRACTICES**

As fiduciary agent for the school, Our Lady on the River Parish determines policies for all money handling occurring during the course of school events (including but not limited to tuition / service credit payments, fundraising events, field trips and other activities).

### **WATER BOTTLES**

Research has shown that students do better in school when they are well hydrated. Each student is allowed to keep a water bottle at his desk. The bottles must be spillproof. They should not exceed 32 ounces and may contain only water: no flavorings. (Abuse of this privilege will result in its being rescinded.)

Water bottles must be kept away from the Chromebooks and all other electronics in order to avoid costly damage to the devices.

## **OTHER MISCELLANEOUS, YET IMPORTANT INFORMATION**

### **SENDING MONEY TO SCHOOL**

The School, individual classes, and organizations occasionally sponsor fundraising activities for student projects. You may choose, also, to send payments for tuition, assignment books, or other fees to school with your child. For your security, it is advisable to make all such payments sent in to school (especially larger sums) by check or money order made out to "OLR" (unless otherwise noted in the specific fundraising solicitation). (A notable exception is that **checks for lunch or milk tickets are to be made out to "East China Food Service."**)

When you make payments by check, please be sure to make each check out to the appropriate entity and to **send each payment separately**: often, the different groups sponsoring the activities/ fundraisers have

accounts at different banks, and it can be very difficult to divide one check among the various groups. Also, please do not staple cash or checks. If you do send money with your child, please put it in a labeled, sealed envelope.

## **GETTING INVOLVED**

### **PARENT-TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization at Holy Cross is a vital avenue of communication and community building between parents and teachers. They achieve their goal through supplemental fundraising, parenting education speakers and fun activities for the greater community. The meetings are held on a regular basis with the dates and time publicized ahead of time through the school newsletter. Membership is open to all parents/guardians of children enrolled at Holy Cross as well as people who have a sincere interest in building community and enhancing the educational welfare of Holy Cross students.

### **SCHOOL COMMITTEE**

The School Committee is an advisory group for the pastor and principal of Holy Cross Catholic School. It functions under the Education Commission of the Parish Council, with responsibility for all those policy areas which are strictly school related. It makes recommendations for the consideration of the Educational Commission in those areas which go beyond the school alone and involve the educational needs of the whole parish.

Membership shall be for a two year term and comprises a cross section of the parish and school community.

### **BOOSTER CLUB**

Holy Cross Booster Club is an organization of parents and other people of good will who want to support the sports program for students at Holy Cross. The Booster Club, through fundraising and handling all aspects of the sports schedule, fully funds the sports programs for Holy Cross athletes.

Every parent whose child is on a sports team is asked and expected to help the Booster Club with the sports program. You will help by collecting gate receipts, selling concessions, monitoring student behavior in the halls and supporting Booster fundraising efforts.

Membership is open to parents of Holy Cross student athletes and other people who want to support the sports program at Holy Cross.

**Addendum A**  
**ELECTRONIC INFORMATION ACCESS AND USE FOR**  
**EDUCATIONAL PURPOSES POLICY**

Holy Cross Catholic School (the “School”) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (“PDAs”).
- (b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any of the School Equipment.
- (e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- (f) “School Systems” means the School Equipment and the School Networks.
- (g) “User” means any individual who accesses and/or uses School Systems, including, without limitation:
  - (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part time and temporary employees; and (iii) parents, students and volunteers.
- (h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including,

without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's (policies/handbook/manual). The terms of this Policy will govern any conflict or inconsistencies with the terms of such (policies/handbook/manual). Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of the Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is

confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages, and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "*as is, as available*" basis.

### **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

### **Holy Cross Catholic School Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

### **Privileges and Responsibilities of Users**

#### **Privileges**

Subject to the terms of this Policy, Users have the privilege to:

- Use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- Access information from outside resources which facilitate learning and enhance educational information exchange.
- Access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

### **User Responsibilities**

Users are responsible for:

- Using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- Attending appropriate training sessions in the use and care of School Systems.
- Seeking instruction for the use of any available technology with which they are not familiar.
- Adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- Refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- Students may use email, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- Having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- Material received, created or distributed using School Systems.
- Maintaining the integrity of the electronic messaging system (voice, email, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- Preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.



- Awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- Using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- Financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- Any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- Abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures and student handbooks may include such rules.

**Users are prohibited from:**

- Using the technology for a “for-profit” business, for product advertisement or political lobbying.
- The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.
- Using School Systems to draft, send, or receive inappropriate communications and material including, but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- Participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- Vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

**Declaration \*\***

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home

usage of School Systems, and that students knowingly bringing or downloading such material in to the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and inconsideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

**User's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(If you are a student of the School, a parent or guardian must also read and sign this Policy.)

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian or this student, I have read this Policy and understand that this access is designed for educational purposes.

**Parent/Guardian signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***\*\*a hard copy of this "Declaration" for each student will be included in your family's "first day of school" packet: please sign and return to your child(ren)'s teacher(s) along with the other papers to review, sign and return.***

## **Addendum B**

### **Chromebook Use and Insurance Policy**

#### **Use of Technology**

All students in grades 1 through 8 will be issued Google Chromebooks for educational use in school and at home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

*Students and their parents or guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned computer use, disciplinary consequences, loss of credit, receiving a failing grade, and/or legal action as stated in School Handbook.*

To understand the technology use expectations, students and their parents or guardians are responsible for reviewing the Electronic Information Access and Use For Educational Purposes Policy (Addendum A).

#### **Ownership of the Chromebook**

Holy Cross Catholic School retains sole right of possession of the Chromebook. Holy Cross Catholic School lends the Chromebook to the students for educational purposes only for the academic year. Additionally Holy Cross Catholic School administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time via electronic remote access and to alter, add or delete installed software or hardware.

#### **Receiving Your Chromebook**

Students will be permitted to take their Chromebook home ONLY if the parent has paid the annual insurance fee (which will cover the Chromebook in case of accidental damage due to normal wear and tear).

#### **Transfer/New Student Distribution**

All transfers or new students in grades 1-8 will be able to pick up their Chromebooks on campus. Both students and their parents/guardians must sign the Holy Cross Catholic School Chromebook Agreement and pay the annual insurance fee prior to picking up a Chromebook.

#### **Returning Your Chromebook**

##### **End of Year**

Before the last week of school at the end of the school year, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full replacement cost.

##### **Transferring / Withdrawing Students**

Students who transfer out of or withdraw from Holy Cross Catholic School must turn in their Chromebooks and peripherals and accessories to the school office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Holy Cross Catholic School may be turned over to a collection agency.

## **Rights and Responsibilities**

### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Holy Cross Catholic School technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

### **Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

### **Virus Protection**

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

### **Content Filter**

The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the school. If a website is blocked in school, it will be blocked out of school. All school devices are monitored and filtered 24/7. Any attempt to access inappropriate content or content that the school has blocked will result in disciplinary action. Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

### **Software**

#### **Google Apps for Education**

- Chromebooks seamlessly integrate with the **Google Apps for Education** suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

- Web-based application and tools will also be available.
- All work is stored in the cloud.

### **Chrome Web Apps and Extensions**

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

### **Chromebook Identification**

#### **Records**

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

#### **Users**

- Each student will be assigned the same Chromebook for the duration of his/her time at Holy Cross Catholic School. Take good care of it!

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school using installed monitoring software. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Educational Use**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

### **Using Your Chromebook at School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

### **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.

### **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- Chromebooks should keep their charge for the entire day but just to be safe, chargers may be brought to school.
- There will be a limited number of unsupervised charging stations that may be used in the School Computer Lab during the time the student is scheduled for that room that will be available to students on a first-come-first-served basis.
- An uncharged Chromebook is in violation of this agreement.
- APs will treat repeat offenders as Level 1 offenses, which may result in disciplinary action.

### **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

### **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students must have their own personal set of headphones for sanitary reasons.

### **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a teacher or staff member.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

### Logging into a Chromebook

- Students will log into their Chromebooks using their school issued email and Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.
- **Students should always use the email they are provided to log into their Chromebooks. Any other attempts to log in with other credentials could result in disciplinary action.**

### Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

### Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Holy Cross Catholic School Acceptable Use Policy, Administrative Procedures and all other guidelines in this document wherever they use their Chromebooks.

### Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home face a Level I consequence as detailed in the Student Code of Conduct.

### Chromebook Care

#### Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in homeroom class room.

### **General Precautions**

- No food or drink should be near a Chromebook.
- Cords, cables, and removable storage devices (thumb-drives) must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets or where siblings or others could reach and damage them.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels (unless placed there by school).
- Never leave Chromebook unattended.
- Never leave Chromebook in a car (where high temperatures can damage it, or it can be easily stolen).
- Do not use or install any software or operating system on your Chromebook. Virus protection and updates are built in and require no actions on students' part.
- Heavy objects should never be placed on top of Chromebooks.

### **Carrying Chromebooks**

- Always transport Chromebooks with care, inside their cases with the screen closed; or for short distances by the handle embedded in the spine of the Chromebook. Although cases are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. (Failure to handle Chromebook with care may result in disciplinary action).
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.



- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place anything in the protective case that will press against the cover.
- Clean the screen ONLY with a soft, dry microfiber cloth or anti-static cloth (NO cleaning solvents).

### **Asset Tags and Logos**

- All Chromebooks will be labeled with a school asset tag and Holy Cross Catholic School logo.
- Asset tags and logos may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

### **Chromebooks left unattended**

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.

### **Repairing/Replacing Your Chromebook**

#### **Vendor Warranty**

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

#### **Warranty and Insurance**

All Chromebooks have been inspected for usability and cleaned before they are issued to students. Please report any known issues that are causing your Chromebook to not respond in the first week after receiving it.

Students will be charged \$25 each for insurance on their Chromebooks which will cover the cost of normal maintenance and labor on the Chromebook for the year. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The School will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal

acts, a police report MUST be filed with the local police department and a copy submitted to the office of the campus where the students attend.

- Some items may be covered by your homeowners/renter’s policy. Please check with your insurance agent.

A \$25 deductible per breakage of any device is applied after the first two incidents. A \$50 deductible will be charged for a broken screen. Lost or damaged power adapters will be charged at \$25 each.

### Cost of Repairs

The following is a list of part costs for Chromebooks (excluding labor):

- Replacement - \$300.00
- Screen - \$69.99
- Keyboard/touchpad - \$56.99
- Outer shell - \$44.99 per side
- Charger - \$25.00

Equipment Defects No deductible	Beyond Normal “Wear & Tear”—subject to deductible	Intentional— Not covered
SSD failure	Liquid	Graffiti of any kind
System board failure	Smoke	Slamming the screen/lid
Keyboard failures	Fire damage	Lost/damaged power adapter
Trackpad failures	Cracked screen	Removing keys
	Lost or stolen	Internal damage caused by
		chassis intrusion

### Digital Citizenship

#### Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic media to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Electronic Information Access and Use for Educational Purposes Policy.

### **Chromebook Use Agreement Signing Page \*\***

By signing below, the student and his or her parent/guardian agree to follow and accept:

- Chromebook Acceptable Use Policy in its entirety as detailed in this year's School Handbook;
- The Website and Social Media Guidelines (below);
- That Holy Cross Catholic School owns the Chromebook, software and issued peripherals;
- If the student ceases to be enrolled at Holy Cross Catholic School, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return both the Chromebook charger and any other purchased peripherals. Students may be charged for any piece that is not returned;
- In no event shall Holy Cross Catholic School be held liable to any claim of damage, negligence, or breach of duty.

### ***Website & Social Media Guidelines***

**Think before you act because your virtual actions are real and permanent!**

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

**FACULTY AND ADMINISTRATION**

Pastor: **Fr. John Dumas**

Principal: **Mrs. Betsy Davenport**

Administrative Assistant: **Mrs. Stacey Thimmes**

Pre-school: **Mrs. Karen Militello** Assistant: **Ms. Terri Kwiecinski**

Kindergarten: **Mrs. Kelly Suchota** Grade 1: **Mrs. Ashley Gryszkiewicz**

Grade 2: **Mrs. Lisa Kiger** Grade 3: **Ms. Andrea Schultz**

Grade 4: **Mrs. Leslie DeMeulenaere**

Grade 5: **Mrs. Dianna Gill**

Grade 6 and Middle School Religion and Science: **Mrs. Angela Gormley**

Grade 7 and Middle School Math and Social Studies: **Mrs. Nicole Monahan**

Grade 8 and Middle School ELA: **Ms. Carrie Johnson**

**SCHOOL HOURS**

The school office hours are from 7:00 am to 3:00 pm; school begins at 7:30am and ends at 2:50 pm. Students may enter the building after 7:15am.